

**WOMEN'S PARTNERSHIP FUND**

**WOMEN'S PROGRAM  
STATUS OF WOMEN CANADA**

**INFORMATION GUIDE**

**July 2009**

## Section 1 – Women’s Partnership Fund

### INTRODUCTION

The Women’s Partnership Fund provides contribution funding to projects that build partnerships between Status of Women Canada, eligible non-governmental recipients and public institutions to advance equality for women across Canada through improvement of their economic and social conditions and their participation in democratic life.

Contributions from the Women’s Partnership Fund are available to eligible not-for-profit and for-profit organizations to carry out projects at the local, regional, provincial/territorial and national levels.

**Interested applicants should be aware that because of the current number of Partnership Agreements in place, the Women’s Partnership Fund will have limited funding available for 2009-2010.**

### PRIORITY ISSUES

By setting funding priorities, Status of Women Canada ensures that the Women’s Program resources are invested where the need is the greatest and where there is a clear potential to make a real difference in women’s lives.

**This means not all eligible applications will be funded. The number of projects selected for funding will be based upon the availability of funds, and while all applications will receive due consideration, strong preference will be given to those that address the Women’s Program’s priority issues.**

The following issues have been identified as priorities for 2009-2010:

- Ending violence against women and girls
- Improving women’s and girls’ economic security and prosperity
- Encouraging women and girls in leadership and decision-making roles

### APPLICATION SUBMISSION

Applications to the Women’s Partnership Fund are accepted by Status of Women Canada on an ongoing basis throughout the year in a two-step process: 1) Preliminary Proposal and 2) Detailed Proposal.

**Applications are to be developed jointly between the applicant organization, Status of Women Canada and the other funding partner(s).**

Before preparing a preliminary proposal, applicants should contact the Status of Women Canada Office in their area (as listed in Section 6 of this document) to discuss their potential project.

**Preliminary proposals must include information on potential partners and their intention to provide matching funds.**

- Potential partners include other federal departments/agencies, other levels of government, non-governmental organizations and private sector organizations.
- Matching funds are normally on a 1:1 ratio (funding requested from the Women's Partnership Fund should equal the overall funding provided by the other partners) with those requested from the Women's Partnership Fund.
- Up to 25 percent of the matching funds can be in the form of "in-kind" contributions.

The scope of a project can be local, regional, provincial/territorial or national. Proposals that are national in scope must be submitted to the Status of Women Canada office in Ottawa. A project is considered national if the women and other partners who actively participate in its development and implementation are drawn from at least three regions of the country (as defined by Status of Women Canada). All other proposals should be submitted to the responsible Status of Women Canada regional office.

**Proposals that fail to meet the Women's Program eligibility requirements will not be considered further.** All proposals that meet the requirements will be considered using the Project Assessment Factors (see Section 4 of this document).

Applicants will be advised if their preliminary proposal has been selected to proceed to the detailed proposal stage. **Acceptance of the preliminary proposal does not mean approval of the final project.**

**If the preliminary proposal is selected, Status of Women Canada will continue to work with the applicant and funding partner(s) to develop the detailed proposal.**

The result of the proposal review process will determine whether the detailed proposal is recommended for consideration by the Minister of State (Status of Women).

All funding decisions are made by the Minister of State (Status of Women).

Approved projects will receive funding in the form of a contribution.

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## Section 2 – Funding Overview – Women’s Partnership Fund

**In applying for funding, organizations should take into account the following:**

<b>Women’s Program Mandate</b>	To advance equality for women across Canada through improvement of their economic and social conditions and their participation in democratic life.
<b>Women’s Program Objective</b>	To achieve the full participation of women in the economic, social and democratic life of Canada.
<b>Women’s Partnership Fund Objective</b>	To build partnerships between Status of Women Canada, eligible non-governmental organizations, public institutions and the private sector through collaborative projects that address the economic and social situation of women and their participation in democratic life.
<b>Women’s Program Expected Short-Term Result</b>	Increased awareness among women to identify and/or remove barriers to their participation in their communities.
<b>Women’s Program Expected Medium-Term Result</b>	Increased participation of women in their communities.
<b>Strategic Outcome</b>	Equality for women and their full participation in the economic, social and democratic life of Canadian society.
<b>Funding Level</b>	<b>Status of Women Canada does not provide core funding, nor does it cover ongoing administration costs.</b> The maximum financial support that can be provided to an eligible recipient is \$500,000 per fiscal year. Matching funds are normally on a 1:1 ratio with those requested from the Women’s Partnership Fund. Up to 25 percent of the matching funds can be in the form of “in-kind” contributions. Potential partners include other federal departments/ agencies, other levels of government, NGOs and the private sector.
<b>Type of Funding</b>	Approved projects will receive funding through a contribution agreement, which is a legal contract outlining the respective responsibilities of Status of Women Canada and of the recipient. A contribution is a conditional transfer payment for a specified purpose pursuant to a contribution agreement. A contribution is subject to accounting and audit. Recipients must continue to meet the specific terms and conditions of the contribution agreement prior to payments being made. Payments are linked to satisfactory interim and final reports.

	Specific reporting requirements will be outlined in the contribution agreement, which will be signed following notification of project approval.
<b>Scope of project</b>	Local, regional, provincial/territorial or national.
<b>Duration</b>	Up to a maximum of 36 months.

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## Section 3 – General Eligibility Requirements

Applicants are required to meet all of the general eligibility criteria as described below.

### A) APPLICANTS

#### Eligible Applicants

- Incorporated not-for-profit and for-profit Canadian organizations. (Note: An unincorporated organization that wishes to apply for funding can partner with an incorporated organization that agrees to: a) apply on its behalf, and b) take financial and administrative responsibility for the project).
- Organizations with a democratic structure and a record of responsible governance.
- Organizations whose mandate and objectives reflect Section 15 of the *Canadian Charter of Rights and Freedoms*, which stipulates, “(1) Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability,” and “(2) Subsection (1) does not preclude any law, program or activity that has as its object the amelioration of conditions of disadvantaged individuals or groups, including those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.”

#### Ineligible Applicants

- Individuals, unions or co-operatives
- Other federal departments or agencies
- Provincial, territorial, municipal or Aboriginal governments or their agencies
- School boards, hospitals or other organizations whose mandate was created by governments
- Universities or colleges, including university or college-governed institutes

### B) PROJECT

#### Eligible Projects

- Contribute to the achievement of the Women’s Program objective
- Occur within a specific period of 36 months or less
- Demonstrate planned results with a complete and precise plan
- Confirm in writing other sources of financial and in-kind support

#### Ineligible Activities

- Activities that have already taken place
- Activities outside of Canada (except those related to United Nations (UN) or the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW))

- Organizational capacity building except where it is explicitly linked to a project that seeks to directly improve the situation of women
- Research and polling activities
- Domestic advocacy activities and lobbying of federal, provincial/territorial and municipal governments
- Direct services under the jurisdiction of other levels of government (except projects designed to test new approaches to service delivery or to carry out feasibility studies or other strategies to improve the delivery of services to women)
- Ongoing activities, including operation and administration

### **C) EXPENSES**

#### Eligible Expenses

Expenses directly linked to the project are eligible. They include:

- Travel costs within Canada  
*Status of Women Canada will use Treasury Board Secretariat Guidelines to determine maximum amounts for travel and daily-related costs [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/b-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/b-eng.asp)*
- Travel costs outside of Canada for activities related to the UN or CEDAW
- Salaries and benefits
- Honoraria/professional fees
- Facility rental and utilities
- Office equipment and furniture (to a maximum of \$10,000 per project)
- Materials and supplies
- Publicity and promotion
- Audit and evaluation
- Other: child care expenses that support the participation of women in activities, hospitality costs that occur during the course of planned activities and meetings, etc.

Note: Maximum salaries, honoraria and rental charges will be assessed according to regional standards and other related norms.

#### Ineligible Expenses

- Capital expenditures (such as land, buildings, vehicles and other major capital costs)
- Travel and other expenses incurred outside of Canada that are **not** UN or CEDAW-related
- Costs incurred before a funding decision is made by the Minister of State (Status of Women)

#### **D) OTHER ELIGIBILITY REQUIREMENTS**

- Women participating in the project must be involved in all components, from planning and implementation to evaluation.
  - Multiple project funding: the Women's Program generally provides funding for only one project at a time. However, there are exceptions:
    - An incorporated organization that is receiving Women's Program funding agrees to sign a proposal and administer a project on behalf of another, unincorporated organization.
    - An organization would like to take advantage of an exceptional or unexpected circumstance.
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## Section 4 – Project Assessment Factors

### A) THE ORGANIZATION

<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• The applicant organization’s mandate and objectives support the Women’s Program objective.</li> <li>• The applicant organization’s mandate and objectives support Section 15 of the <i>Canadian Charter of Rights and Freedoms</i>.</li> <li>• The applicant organization demonstrates that it functions democratically and practices responsible governance.</li> </ul>
<b>Capacity</b>	<ul style="list-style-type: none"> <li>• The applicant organization demonstrates that it is financially stable.</li> <li>• The applicant organization demonstrates that it is administratively stable and able to manage human and financial resources.</li> <li>• The applicant organization’s history with the Women’s Program or other funding sources demonstrates accountability for funds.</li> <li>• The applicant organization demonstrates knowledge of the issue being addressed.</li> <li>• The applicant organization demonstrates that it has the relevant expertise and/or experience to carry out the project.</li> <li>• The applicant organization demonstrates the ability to leverage resources and build partnerships with public institutions and other stakeholders.</li> </ul>

### B) THE PROJECT

<b>Alignment</b>	<ul style="list-style-type: none"> <li>• The proposed project is aligned with the mandate, objective and planned results of the Women’s Program of Status of Women Canada.</li> <li>• The proposed project addresses one or more of the Women’s Program’s current priority issues.</li> </ul>
<b>Planned Results</b>	<ul style="list-style-type: none"> <li>• The applicant organization demonstrates its ability to successfully complete projects, implement project evaluations and report on results.</li> <li>• The proposed project identifies clear, realistic and measurable planned results and demonstrates how these planned results will directly impact women.</li> <li>• The applicant organization indicates how it will share project results, best practices and/or lessons learned.</li> </ul>

<p><b>Effectiveness and Feasibility</b></p>	<ul style="list-style-type: none"> <li>• The proposed project is feasible and effective in terms of activities, timelines, planned results and potential risks.</li> <li>• The applicant organization demonstrates that it is involved with the community and collaborates with relevant stakeholders and partners.</li> <li>• The applicant organization has arranged the appropriate level and nature of collaboration with partners.</li> <li>• The project proposal includes specific information on how the women affected by the issue will be actively involved in all aspects of the project.</li> </ul>
<p><b>Project Budget</b></p>	<ul style="list-style-type: none"> <li>• The proposed project budget is realistic in terms of proposed activities and planned results.</li> <li>• The proposed project budget demonstrates efficient use of resources.</li> <li>• The proposed project has other financial and in-kind support.</li> <li>• Project partners have committed a sufficient amount in matching funds.</li> <li>• The proposed amounts in all budget lines are consistent with local standards and Treasury Board Secretariat Guidelines where travel costs are concerned.</li> <li>• There is a rationale for Status of Women Canada assistance as opposed to other funding resources including federal or other levels of government.</li> </ul>

## Section 5 – Women’s Program – Questions and Answers

**Q. 1 How much time will I have to prepare my preliminary proposal?**

**A. 1** There is no deadline for submission of a preliminary proposal. Status of Women Canada accepts applications to the Women’s Partnership Fund throughout the year.

**Q. 2 What advice would you give an organization that has received funding from the Women’s Program in the past and wishes to apply once again for funding?**

**A. 2** We suggest that you:

- become familiar with Section 2 of this document;
- find the common element between your organization’s needs and the provisions of the Women’s Program;
- consider the Women’s Program’s priority issues for 2009-2010; and
- design your objectives, activities and planned results to be both concrete and measurable.

**Q. 3 Can an unincorporated organization apply for funding?**

**A. 3** An unincorporated organization that wishes to apply for funding can partner with an incorporated organization that agrees to a) apply on their behalf, and b) take financial and administrative responsibility for the project.

**Q. 4 Will Status of Women Canada accept only proposals dealing with the Women’s Program’s priority issues?**

**A. 4** Although all applications will receive due consideration, **preference** will be given to those addressing the 2009-2010 priority issues.

**Q. 5 Can an organization submit two (or more) proposals and receive two (or more) payments simultaneously from the Women’s Program?**

**A. 5** Although generally the Women’s Program will provide funding for only one project at a time, there are exceptions:

- An incorporated organization that is receiving Women's Program funding agrees to sign a proposal and administer a project on behalf of another, unincorporated organization.
- An organization would like to take advantage of an exceptional or unexpected circumstance.

**Q. 6 What help is available if I have questions or need guidance in preparing my preliminary proposal?**

**A. 6** Program and development officers are available to answer your questions. Before preparing a preliminary proposal, applicants should contact the Status of Women Canada Office in their area to discuss their potential project.

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## Section 6 – List of Status of Women Canada Offices

### **National**

Status of Women Canada  
National Office  
123 Slater Street  
10th Floor  
Ottawa, ON  
K1P 1H9

Toll free: 1-866-902-2719  
Local: 613-995-7835  
Fax: 613-947-0761  
[infonational@swc-cfc.gc.ca](mailto:infonational@swc-cfc.gc.ca)

### **Ontario**

Status of Women Canada  
Ontario Regional Office  
123 Slater Street  
10th Floor  
Ottawa, ON  
K1P 1H9

Toll free: 1-866-599-7259  
Local: 613-995-3995  
Fax: 613-947-0761  
[infoontario@swc-cfc.gc.ca](mailto:infoontario@swc-cfc.gc.ca)

### **Atlantic**

Status of Women Canada  
33 Weldon Street, Unit 230  
Moncton, NB  
E1C 0N5

Toll free: 1-877-851-3644  
Local: 506-851-3644  
Fax: 506-851-3610  
[infoatlantic@swc-cfc.gc.ca](mailto:infoatlantic@swc-cfc.gc.ca)

### **Quebec and Nunavut**

Status of Women Canada  
1564 St. Denis Street  
Montréal, Quebec  
H2X 3K2

Toll free: 1-888-645-4141  
Local: 514-283-3150  
Fax: 514-283-3449  
[infoquebec-nunavut@swc-cfc.gc.ca](mailto:infoquebec-nunavut@swc-cfc.gc.ca)

### **West, Northwest Territories and Yukon**

Status of Women Canada  
Suite 1001, Highfield Place  
10010 - 106 Street NW  
Edmonton, AB  
T5J 3L8

Toll free: 1-866-966-3640  
Local: 780-495-3839  
Fax: 780-495-2315  
[infowest@swc-cfc.gc.ca](mailto:infowest@swc-cfc.gc.ca)